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Originating Office: OPR

PROGRAM OPERATIONS MANUAL SYSTEM
Part 01 - Records Maintenance
Chapter 004 - SSN Applications - Four-Phase Data Entry
Subchapter 12 - ESEDEX Exception Records

New Material	No. of Pages	Discard	No. of Pages
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Background

RM 00401.000ff through RM 00499.000ff have been rewritten and reorganized to make the instructions clearer and easier to use. This transmittal revises RM 00412.000. A conversion chart is included showing the former POMS sections and the corresponding new sections.

This transmittal makes no policy changes.

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Effective Date: Upon Receipt

U.S. Department of Health and Human Services
Social Security Administration
Office of Policy
SSA Pub. No. 68-0100412
I.C.N. NS

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POMS

PROGRAM OPERATIONS MANUAL SYSTEM

Part 01

Records and Maintenance

CHAPTER 004

SSN Applications - Four-Phase Data Entry

SUBCHAPTER 12

ESEDEX Exception Records

U.S. Department of
Health and Human Services
Social Security Administration
Office of Policy
SSA Pub. No. 68-0100412
I.C.N. NS

Check List of POMS Transmittals Received

TN	Date	Initial	TN	Date	Initial	TN	Date	Initial	TN	Date	Initial
1.			37.			73.			109		
2.			38.			74.			110		
3.			39.			75.			111.		
4.			40.			76.			112.		
5.			41.			77.			113.		
6.			42.			78.			114.		
7.			43.			79.			115.		
8.			44.			80.			116.		
9.			45.			81.			117.		
10.			46.			82.			118.		
11.			47.			83.			119.		
12.			48.			84.			120.		
13.			49.			85.			121.		
14.			50.			86.			122.		
15.			51.			87.			123.		
16.			52.			88.			124.		
17.			53.			89.			125.		
18.			54.			90.			126.		
19.			55.			91.			127.		
20.			56.			92.			128.		
21.			57.			93.			129.		
22.			58.			94.			130.		
23.			59.			95.			131.		
24.			60.			96.			132.		
25.			61.			97.			133.		
26.			62.			98.			134.		
27.			63.			99.			135.		
28.			64.			100.			136.		
29.			65.			101.			137.		
30.			66.			102.			138.		
31.			67.			103.			139.		
32.			68.			104.			140.		
33.			69.			105.			141.		
34.			70.			106.			142.		
35.			71.			107.			143.		
36.			72.			108.			144.		

Check List of POMS Transmittals Received

TN	Date	Initial	TN	Date	Initial	TN	Date	Initial	TN	Date	Initial
145			181			217			253		
146			182			218			254		
147			183			219			255		
148			184			220			256		
149			185			221			257		
150			186			222			258		
151			187			223			259		
152			188			224			260		
153			189			225			261		
154			190			226			262		
155			191			227			263		
156			192			228			264		
157			193			229			265		
158			194			230			266		
159			195			231			267		
160			196			232			268		
161			197			233			269		
162			198			234			270		
163			199			235			271		
164			200			236			272		
165			201			237			273		
166			202			238			274		
167			203			239			275		
168			204			240			276		
169			205			241			277		
170			206			242			278		
171			207			243			279		
172			208			244			280		
173			209			245			281		
174			210			246			282		
175			211			247			283		
176			212			248			284		
177			213			249			285		
178			214			250			286		
179			215			251			287		
180			216			252			288		

Chapter 004 SSN Application--Four-Phase Data Entry

Subchapter 12 ESEDEX Exception Records

Old POMS Reference	*New POMS Reference*
00412.001	00412.001
00412.002-00412.003	00412.002

00412.000 ESEDEX Exception Records

	Section
How to Control the ESEDEX Listings	00412.001
How to Key Four-Phase Job XCEP	00412.002

00412.001 How to Control the ESEDEX Listings

A. Procedure — How to receive ESEDEX

STEP	ACTION
1	Receive ESEDEX listings in red shipping containers with a Form HHS-30 (Route Slip).
2	Take the listing to the unit control book for Job XCEP batch numbers.
3	From the front of the listing, enter into the control book the • volume number • date • reel__ of___.
4	Take the listing to the console operator for the assignment of a batch number.

B. Procedure — How to batch ESEDEX

STEP	ACTION
1	Did you receive magnetic tape reels today labeled "ESEDEX", reel__ of__ and a date? • If yes, go to step 2. • If no, go to step 5.
2	Have all of the tape reels been received as the label indicates? • If yes, go to step 3. • If no, go to step 6.
3	Have you received a paper listing which corresponds with these reels? • If yes, go to step 4. • If no, hold the reels for one week. Then, if not received, go to step 7.
4	Assign the next consecutive 3-digit batch number to the reels and to the listing.
5	Notify Enumeration Systems Branch, OSI.
6	Transmittal and Transaction, and charge the tape to "KEY". Forward SSA-3681 to Tape Library and Control Section. Go to step 5.
7	Notify Enumeration Records Process Branch, OPR.

C. Procedure — How to input ESEDEX

STEP	ACTION
1	Enter • the Job name "XCEP" and • the 3-digit batch number.
2	Press SKIP.
3	Mount the tape reel on the tape drive and make ready.
4	Enter the following Tape Read command: $Tape Read $Skip Ahead $Recsiz 456 $Forc 1 $Blocks 1 $Data XCEP, XXX(# -digit batch number you assigned) $Rewind
5	Press and enter • Mode • T • appropriate password

C. Procedure — How to input ESEDEX (Cont.)

STEP	ACTION
6	Is a tape error encountered? • If yes, rewind the tape and go to step 4. • If no, go to step 7.
	NOTE: If unable to read the tape, notify the Enumeration Systems Branch. If the tape cannot be reproduced, send listing to SSN Support Services Section withnote "Bad Tape—Have enclosed ESEDEX items REKEYED".
7	Press and enter • C • SKIP.
8	Take the listing with the batch number on it to the control unit.

D. Procedure — How to control batched ESEDEX listings

STEP	ACTION
1	Receive listing with batch number from the console operator.
2	Enter the batch number assigned next to the appropriate entry in the control book.
3	Give the listing to the Four-Phase keyer for corrections.

REFERENCE: RM00412.002 tells how to key Four-Phase Job XCEP.

00412.002 How to Key Four-Phase Job XCEP

A. Introduction

This section tells you how to correct the items on the ESEDEX listing.

B. Procedure — How to display XCEP

STEP	ACTION
1	Enter your assigned initials.
2	Press MODE key.
3	Press F.
4	Key XCEP.
5	Key the 3-digit batch number from the front of the listing.
6	Press SKIP two times.

RESULT: The screen will contain the first record on the listing (record number 1).

C. Procedure — How to correct ESEDEX

1. LISTING ANNOTATED NAN (NO ACTION NECESSARY)

Press RECORD FORWARD to advance to the next record.

2. LISTING ANNOTATED "DELETE"

STEP	ACTION
1	Press NUMERIC SHIFT key and CORRECT RESET key.
2	Press NUMERIC SHIFT key and RECORD BACK key.

RESULT: The record has been deleted.

3. LISTING IS NOT ANNOTATED

STEP	ACTION
1	Press NUMERIC SHIFT key and CORRECT RESET key.

C. Procedure — How to correct ESEDEX (Cont.)

3. LISTING IS NOT ANNOTATED (Cont.)

STEP	*ACTION*
2	Press DUP key.

RESULT: The cursor automatically moves to the first position of the first field that requires correction.

NOTE: NEVER press the SKIP key because good records can be erased. **ALWAYS** press DUP to skip from one field to the next.

D. Procedure — How to code ESEDEX

NOTE: No change, correction or deletion should ever be made in positions 4-30 of the record, since these positions are not part of the original output record.

ERROR CODE	*RECORD POSITION*	*DATA DESCRIPTION*	*TYPE FIELD*	*INSTRUCTIONS*
A01	31-41	Reference Number	I	All blanks or numerics
A02	42-52	Claim Number	N	Key nine numeric, one alpha and one numeric character. If only 9 or 10 characters are present, space the last one or two positions. To remove the claim number, merely depress the space bar.
A03	53	Interview Code	A	Must be a C, P, N, B, X, Y, D, R, E, A, I or blank. To remove a code, depress the space bar.
A04	54-55	Notify Code	A	Must equal two alpha characters or blank
no edit	56	Manual Handling Code	G	This field must contain a 1 or blank.
A05	57-65	Verified SSN	I	Must be legitimate number
A06	66-68	District Office Code	N	This field must contain three numeric digits, one alpha and two numerics, "IRS", "MET", "ALB", "SLS", "WBA", "Q72", "Q73", "Q74", or blank.
A07	69	Form Code	I	Must-enter field. Key corrected digit shown. Acceptable codes are 1,2,3,5,6,8 or 9.

D. Procedure — How to code ESEDEX (Cont.)

ERROR CODE	*RECORD POSITION*	*DATA DESCRIPTION*	*TYPE FIELD*	*INSTRUCTIONS*
A08	70	Entry Code	I	Key the correct code. If alpha, depress ALPHA SHIFT key. Acceptable codes are 0 (zero), 2, 4 , 8, J, S and G.
A09	71	Entry Subcode	A	Key the corrected code. This field must contain an R, W, D, E, X, M, J or blank.
no edit	72	Card Code	G	This field must contain a Y or N.
A10	73	Print Code	G	This field must contain a 2, 3, 4, 8, A, B, C or blank.
A11	74-126	Line 1 Names	G	Cursor stops in record position 74. Commas will appear in this field as name breakers. Key the comma(s) within the names with no space before or after the comma(s).
no edit	127-129	Soundex Code	G	This field is always blank.
A12	130-171	Name at Birth		Cursor stops at record position 130. If error is in the middle name, depress DUP key once to get to the middle name. If error is in the surname, depress the DUP key twice to get to the surname field.
	130-142	First Name	A	
	143-155	Middle Name	G	
	156-171	Surname	G	
no edit	172-174	Soundex Code	G	This field is always blank.

D. Procedure — How to code ESEDEX (Cont.)

ERROR CODE	RECORD POSITION	DATA DESCRIPTION	TYPE FIELD	INSTRUCTIONS
A13	175-181	Date of Birth	I	Must-enter, must-fill field. First two digits (month) must be less than "13". Next two positions must be less than "32". Next position must be an 8,9, or X. Any portion of the date may be shown as "XX" or "OO".
A14	182-188	Prior Date of Birth	N	Key the corrected date in accordance with the instructions for error code A13. To remove the date, if it has been lined through, merely depress the space bar.
A15	189-201	City/County of Birth	A	Key the corrected data as shown. If the data are to be removed, merely depress the space bar.
A16	202-203	State or Country of Birth	A	Must-enter, must-fill field. Key the corrected 2-position alpha code.
A17	204	Foreign Country Indication	G	Enter an asterisk (*) or blank (space) in this field.
A18	205	Citizenship Code	A	This field must contain an A, B, C, D or be blank.
A19	206	Sex Code	I	Must enter field. Key a 0 (zero), 1 or 2.
A20	207	Race Code	G	This field must contain a 0 (zero), 1, 2, 3, or A-F.
		Mother's Name		
A21	208-218	First Name/*	G	Cursor stops at record position 208. If error is in the middle initial, depress DUP key once, if error is in the surname, depress the DUP key twice to get to the field containing the error.
	219	Middle Initial	A	

D. Procedure — How to code ESEDEX (Cont.)	ERROR CODE	RECORD POSITION	DATA DESCRIPTION	TYPE FIELD	INSTRUCTIONS
		220-232	Surname/* Father's Name	G	
	A22	233-243	First Name/*	G	Cursur stops at record position 233. If error is in the middle initial, depress DUP key once; if error is in the surname, depress the DUP key twice to get to the field contaning the error.
		244	Middle Initial	A	
		245-257	Surname/*	G	
	no edit	258-261		G	This field is always blank.
	A23	262-270	Alleged SSN	N	Key the corrected nine numeric digits. To remove an alleged SSN, merely depress the space bar.
	A24	271	Prior Number Code	I	Must enter field. This field must contain a 0 (zero), 1, 2, 3, or M.
	A25	272-351	Street Portion (Mailing Address)	G	Cursor stops in record position 272. Key the corrected street portion of the address. A comma may be embedded in the street portion and should be keyed with no space before or after the comma.
	A26	352-378	City Portion	A	Key the corrected city portion of the address.
	A27	379-380	State Portion	A	Key the corrected State portion of the address.
	A28	381-385	ZIP Code	I	Must-enter, must-fill field. Key the corrected 5 digits.

D. Procedure — How to code ESEDEX (Cont.)

ERROR CODE	RECORD POSITION	DATA DESCRIPTION	TYPE FIELD	INSTRUCTIONS
A29	386-427	Other Applicant Name		Cursor stops in record position 386. If error is in the middle name field,depress DUP key once to get to the middle name. If error is in the surname, depress DUP key twice to get to the surname field.
	386-398	First Name	G	
	399-411	Middle Name	G	
	412-427	Surname	G	
no edit	428-431		G	This field is always blank.
A30	432-446	Nonprogram Number	N	This field may contain any combination of alphas and numerics. First position may equal 0-6, T or A. To remove an NPN, merely depress the space bar key.
no edit	447	Force Code	A	This field should always be blank or contain an "F".
no edit	448-449	Location	A	This field should be all alpha or blank.
A31	450-455	SSA Receipt Date	N	This field should be all numeric or blank.
no edit	456-461	Blanks	N	

E. Procedure — How to correct ESEDEX

1. **RECORD HAS ONLY ONE ERROR**

Correct the field and press the REL (release) key.

2. **RECORD HAS MORE THAN ONE ERROR**

STEP	ACTION
1	Correct the first error.
2	Press REL.
3	Press RECORD BACK key.
4	Press the NUMERIC SHIFT key and the CORRECT RESET key.
5	Key the second error code in record positions 1-3.
6	Press DUP. **RESULT:** The cursor will move to the appropriate field to be corrected.
7	If there is another error, go to step 2.

E. Procedure — How to correct ESEDEX (Cont.)

3. RECORD DOES NOT HAVE AN ERROR CODE	Press REC to advance to the text record.	
4. RECORD HAS ASTERISK INDICATING ERROR IN A NON-EDITED FIELD	***IF...***	***THEN...***
	the nonedited error is before the edited error	press REPT (repeat) and the FIELD BACK key until the cursor reaches the positionto be corrected.
	the nonedited error is after the edited error	press REPT and the FIELD FORWARD key until the cursor reaches the position to be corrected.
		NOTE: If cursor skips the field to be corrected, press ASD and field back to the appropriate position.

F. Procedure — How to close out Job XCEP

STEP	*ACTION*
1	Press MODE key.
2	Press X.
3	Press L.
4	Enter on the front of the listing • "complete" • current date • your initials.
5	Return the listing to the control clerk.

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